

DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford (Autism Division)

Job Posting No: 15330

Hours: 40 hours/week – Monday - Friday (8:00am – 4:30pm)

Salary: \$50,838 – \$65,788 (CL-19)

Closing Date: December 9, 2013

Eligibility Requirement:

Candidates must have passed the **Administrative Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

- Researching and analyzing information to include in reports, and policies and procedures.
- Providing the public information on Autism services and resolving most inquiries directly or through working with Autism division staff.
- Independently or with minimal direction troubleshooting a variety of issues on behalf of the Developmental Services Division Director
- Taking and transcribing minutes for both internal and external meetings
- Developing procedures and processes for creating and maintaining information for the autism division.
- Drafting correspondence for the Developmental Services Division Director.
- Producing informational presentations based on existing Autism Division information sources.
- Complying with state statute, federal law or regulation or court order
- Collaborating with Autism Resource Specialists to communicate with families looking for services or resources
- Entering data on calls received into SharePoint and Access data bases
- Working with DDS eligibility unit to ensure timely data entry and efficient routing of application packets
- Working with DDS provider qualification team to qualify agencies and individuals to provide services through the Autism Division
- Performing related duties as required.

General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

Preferred Skills & Experience:

- Knowledge of and/or interest in Autism Spectrum Disorders
- Experience talking or working with families
- Good written and verbal communications skills
- Working knowledge or ability to learn to use SharePoint
- Working knowledge of state agencies outside of DDS
- Ability to multi-task
- Team player
- Willing to assist other members of the department

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.